

20 JUL 1965

Free Europe Committee, Inc.

MEMORANDUM

Date: July 19, 1965

To: The Executive Committee

Reference:

From: The President

Subject: Russell E. Geiger
Salary Increase

In FC-3343 of May 28, 1965 we requested approval of a salary increase of \$1,000 for Russell Geiger, RFE Director of Engineering. You subsequently requested more specific information on Mr. Geiger's duties, performance, etc. Following is that information.

1. Summary of Duties-Director of Engineering and Services-RFE

Establishes and implements engineering policies and procedures for all RFE (including RARET); plans and directs capital procurement and construction; does long-range planning for capital and operational improvement of technical facilities; is responsible for day-to-day engineering activities. This involves supervision of 400 employees, and an annual operating budget of over \$2,800,000 and capital funds ranging from \$300,000 to \$1,500,000 annually. Also provides liaison and review for RARET operation with staff of 375 and operating budget of more than \$1,700,000. (See attached for more detailed description.)

2. Performance

Mr. Geiger's performance of his functions has been exemplary both this year and in the past. His operations are definitely under control and he manages within budget allocations. The many service activities supervised by him work quietly and effectively, with a minimum of friction with other elements of the organization and with excellent morale. Although his is by far the largest department in RFE, with the most varied activities, it presents fewer problems to the Director of RFE than any other reflecting the competent management that Mr. Geiger exercises.

Declassified Under Authority of the
Interagency Security Classification
Appeals Panel, E.O. 13526, sec. 5.3(b)(3)
ISCAP Appeal No. 2013-077, document 3
Declassification Date: July 22, 2022

2. Performance (Cont.)

Mr. Geiger has powers of expression, and writing ability, far beyond the average of technical men. This means that specifications, contracts and agreements drawn under his direction are clear and unmistakable, and are rarely if ever the subject of disagreement or litigation. His reports are thorough, accurate, and well-composed. His proposals seldom require editing, and can usually be forwarded by his superiors without any need for revision, and without any suggestion of apology.

Under his supervision, the recent installation of four 250 kw transmitters in Portugal went smoothly, on schedule, and within estimates. Major credit must go to him for the fact that these are today on the air, making RFE programs available to more people, and more easily heard than before.

3. Salary Status

The position of Director of Engineering and Services is in Grade 1 of the FEC executive salary scale, with a range from \$19,100 to \$25,500 per year. Mr. Geiger's present annual salary is \$21,000 so that the proposed increase is within the approved range and is less than 5% (only slightly more than has been granted to non-executive employees this year). There is no doubt that private industry would offer a considerable larger salary for positions of like responsibility. I recognize that FEC cannot meet these salaries, but I feel strongly that we should do what we can to keep pace within our limits.

I urgently request your early approval of this proposed increase for Mr. Geiger.